



# UNISON City of Edinburgh Branch - Out of pocket expenses

**Please read these notes carefully. Any omissions or errors may delay the processing of your claim.**

**Reimbursement:** Expenditure should have been incurred and payment is by way of reimbursement. Expenses are paid in line with the provisions of Branch Rule A.8.

**Bus Fares:** Bus fares within Edinburgh will be reimbursed up to the maximum rate of the current 'day saver' ticket cost.

**Rail Travel:** Rail travel should be booked through the Branch Office. If this is not practical, receipts must be provided. Rail travel will be at standard class. First class may be authorised in exceptional cases for very long journeys. Where travel is by sleeper, first class will be approved to ensure a single berth. In all situations, the cheapest practical journey will be booked.

**Air Travel:** Air travel should only be arranged if a saving of time and expense can be made to both the member and the union. Air travel **must** be arranged through the Branch Office.

**Private Car Mileage:** Approval for mileage must be sought in advance and will only be paid where there is no practical public transport option or for health and safety or disability reasons.

**Taxis:** Must be approved in advance and only used in cases of urgency, where public transport is not practical or for health and safety or disability reasons. Receipts **must** be provided.

**Dependant Care:** The Branch will pay carers' allowance at rates defined by the Branch Committee from time to time. This should be claimed on the specific carers' allowance form. Receipts will be required. If the carer is a partner no allowance is payable.

## COMMON EXAMPLES

**Education courses residential:** Public transport costs and £10 for each full 24 hours where meals are provided or £38 (£40-£2 tax) where meals are not provided. Any period short of 24 hours attracts only the relevant meal allowance.

**Branch and Stewards Committees:** Public transport costs only. Mileage does not apply.

**Branch General Meetings:** No expenses apply except carers' allowance.

## REIMBURSEMENT RATES

**Travel:** Where not arranged through the Branch Office, repaid at the actual approved cost as per receipt, subject to the conditions above.

**Mileage:** 45p per mile up to 10,000 miles then 25p per mile, subject to the conditions above.

## Subsistence

**PLEASE NOTE:** *Lunch and breakfast are not payable for committee meetings and are only payable for duties or courses **outwith** the City of Edinburgh, except on leave days, or where lunchtime is outwith the normal working day or for education courses where no lunch is provided. No more than 3 meals can be claimed in any 24 hour period.*

**Meals – un-receipted rates. You MUST complete the time section of the form:**

For periods away from home/work over 5 hours - £5

.. or for periods away from home/work over 10 hours - £10

In addition to above if returning home after 8:30pm a dinner allowance of £15

**Or - Meals – only where receipts are provided:**

**Breakfast:** when leaving home before 7.00am – up to £5.45

**Lunch:** where absence from normal place of home / work is between 12:00pm and 2:00pm – up to £7.10

**Dinner:** when returning home after 8:30pm – up to £20.15 (excluding alcohol)

## Overnight Accommodation

*Normally all accommodation should be booked through the Branch Office. If due to urgency or other practical problems, this is not possible, the following **maximum** amounts apply.*

Accommodation outwith London	£90.00
Accommodation in London	£150.00

**Receipts MUST be provided.**

## Overnight Subsistence

For each full 24 hours £38.00 (£40 - £2 tax)  
(No other meal claims can be made)

Where meals are provided £10.00

For periods short of 24 hours the relevant 5 or 10 hour allowances should be claimed

## Accompanying children (outwith Edinburgh)

Where a member has to bring their dependant child to a Conference or Education Course, allowances will be paid on the receipted rate for the child's meals. (Receipts must be provided).

**Travel time and accommodation:** Overnight accommodation should be provided on request if a return journey (including the event) would exceed 12 hours. It should also be considered if there are events on consecutive days outwith Edinburgh, taking into account reasonable travel time.

## Please ensure you have.....

1. Completed all relevant parts of the form
2. Supplied details, receipts etc
3. Signed the form
4. Had the form authorised and countersigned as follows...  
**Shop Stewards – by Stewards Convener/Secy**  
**Health & Safety Reps – Health & Safety Officer**  
**Education Courses – Education Officer**  
**Branch Officers – Branch Sec/Chair and Treasurer**  
**The claimant and the countersigner MUST NOT be the same person.**

## PLEASE NOTE:

The conditions regarding expenses are set down by HMRC and the. Due to the tax regulations, there can be no exception to these rates and conditions.

Any other expenditure approved by the branch and on behalf of the branch will be reimbursed only on production of a receipt.

For branch officers subject to facility time, the branch office will be defined as their workplace in terms of meal allowances. Branch officers will be able to claim any difference between the cost of their normal home to work journey and home to branch office journey for two years.